



Hardship Transfer Request

Frequently Asked Questions



Cadet Information

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What is a Hardship Transfer Request?

A Hardship Transfer Request (HTR) is the process cadets use to pursue a change in institutional assignment while still at the Academy. It applies to cadets who encounter unforeseeable circumstances after reporting to the Academy. An HTR based on circumstances which existed or should have been anticipated prior to reporting to the Academy will be denied in the majority of cases. **After reporting to your assigned institution, an HTR must be submitted through your chain of command.**

What constitutes a valid HTR?

- Circumstances that develop after you reported to the Academy
- Non-pre existing circumstances that are related to your immediate family residing in your immediate household (i.e., spouse, children, step-children, parents, parents-in-law)
- Circumstances involving health or personal problems expected to continue for at least 90 days
- Circumstances documented by a physician's statement or other official records

The Office of Peace Officer Selection (OPOS) staff will confirm that cadets have pursued alternatives to the hardship transfer request, and that none were available. Positions must be available at the institution to which you are seeking a transfer.

What does not constitute a valid HTR?

Possible conditions include, but are not limited to:

- Issues occurring prior to reporting to the Academy
- Something that is expected to occur, or that the cadet knew of when accepting the job offer
- Relocating yourself or your family
- Selling your home
- Securing childcare
- Commuting to and from work
- Continuing higher education
- Child custody agreements, consent decrees, or court orders, unless there are substantiated changes issued by the court
- Providing assistance or medical care to elderly parents, children, or other significant others, unless conditions occurred after entering the Academy



- Family member's pre-existing medical, emotional, or psychological conditions
- Separation from your family or because your family decides they do not want to relocate, unless a court order or other substantiation from an external source, such as a physician, psychologist, or an attorney, is submitted and determined to be valid

How do I file an HTR?

If you believe you have a valid hardship and can substantiate it, you may obtain a request form from your Company Commander or Employee Relations Officer and return it no later than 15 days prior to graduation. **Supporting documentation is required.** The OPOS will review your request, make a determination, and notify you by written memorandum. **Please do not** contact the institution you are requesting transfer from/to.

What are some examples of supporting documents?

- Proof that the family member in question resides in your immediate household
- Legal substantiation such as divorce petition/decreed, custody agreement
- Medical substantiation such as psychological or physical
- Financial substantiation such as bank or lender notification
- Proof of date of onset of applicable situation(s)
- Proof of the type of care needed on a daily basis, in the case of medical situation
- Documentation of alternatives to the hardship that have been explored



Why would my HTR be denied?

- Insufficient, questionable, or no supporting documentation
- Circumstances existed before accepting appointment, or could and should have been anticipated
- There are no positions available at the requested institution
- Required criteria is not met

What other options are available?

Cadets attending the same Academy class seeking to swap assignments with one another must each complete the HTR form and submit it to their Company Commander or Employee Relations Officer.